Placing a Catering Order through ATG
From the Landing Page, you can:
- Navigate through the site
- Begin an order by choosing a date and time
- Find Job Aid and FAQs

To begin an order enter a date and time.
You will then be prompted to enter a delivery location to see available caterers.
Filters

- Filter by cuisines, services or other criteria
- Search for a specific menu item across all menus (ie: sushi or chicken)

You can search across all Caterers to find a specific menu item.

Use preset filters to narrow your search.
All caterers have a front page to present a basic description of services, fees charged, minimum order and other policies specific to that caterer.
Filters

Search for a specific menu item (ie: sushi or chicken) within a specific caterer’s menu.

You can search within a specific caterer’s menu for an item.

Or use the side bar to navigate through the menu.
Shopping Cart

Add items to your cart, including any special instructions for each item. You can check out now or save the order to submit later.

Include special instructions for individual items
Check Out Process

After clicking “Check Out” a series of screens will prompt you to enter:
♦ Number of Guests
♦ Meal Type
♦ Purpose of Meeting

This information will also display on your order.

You can also:
♦ Save as a Favorite Order
Include any important delivery instructions for delivery staff:

- Street Address (if different than displayed in Customer box)
- Building | Room
- Any other information required for delivery or set up instructions.
- Provide a cell number for delivery contact.

Deliver to Morris Building. Call John on arrival 222-222-1212

Contact: 222-222-1212
Finalizing Order

Before submitting, re-check details for accuracy.

To make changes to your order:

♦ Use the prev button to go back to check out screens.

♦ Use the Green Navigation Bars to go back your Order to change menu items and quantities or to change Time and date.

Once your order is approved and then confirmed by caterer, you will receive an email confirmation.
Under the “Order History” tab, you can view and print orders. For orders still in “Draft”, you can also edit or cancel the order. Note that orders in draft have not been sent to the Caterer.
If you need assistance with a specific order or have any questions regarding the ordering process, please contact our Customer Service team:

866-284-8646  customerservice@americatogo.com

We are available 7 days a week, 365 days a year.